

PUBLIC WORKS COMMITTEE MEETING MINUTES
JANUARY 29, 2015

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Brown, Pitts, Suprenant, Campbell, Haff, Hicks, O'Brien, Gang, Shaw

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Lindsay, LaPointe, Armstrong

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Steve Haskins, DPW Superintendent

Public & Media

Roger Wickes, County Attorney

Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – December 2, 2014
3. Department Reports/Requests:
 - A. Sewer District
 - 1) Request Budget Amendment – Capital Project #117
 - 2) WCSD#2 Long Term Financing Availability
 - B. DPW
 - 1) Permission to Plow Driveway to Lake Lauderdale for Winterfest 2/7/15
 - 2) Request Permission for Interns
 - a) Engineering/Part-time Engineering Tech
 - b) BOCES Intern – February Break @ Whitehall Barn
 - 3) Weed Control Around Guiderails/Walls
 - 4) Gravel Pit
 - 5) Equipment Transfers
 - 6) State Snow/Ice
 - a) 2014 Snow/Ice Budget Update
 - b) 2015/2016 Municipal Agreement for Snow/Ice with NYDOT
 - 7) DPW Efficiencies
4. Other Business
5. Adjournment

Mr. Brown called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the December 2, 2014 meeting was moved by Mr. Hicks, seconded by Mr. Gang and adopted.

SEWER DISTRICT – In the absence of Joe Brilling, Director, the County Treasurer and County Administrator addressed the following items with the committee:

Budget Amendment – Capital Project #117 was set up for sewer district developments and one developer has come in lower and one has pulled out. The Treasurer recommends decreasing the project to the actual amount of the development projects. A motion to move budget amendment to the Finance Committee to reduce Capital Project #117 from \$33,000 to \$24,000 was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted.

Long Term Financing – Possible SRF 0% funding. The total project that Joe Brilling, Executive Director of the Sewer District, wants authorization for is \$8.732M. This will require a bonding resolution for the February meeting. A motion to authorize the total amount for borrowing and forward to the Finance Committee for consideration was moved by Mr. O'Brien, seconded by Mr. Gang and adopted.

DEPARTMENT OF PUBLIC WORKS – Steve Haskins, Superintendent of Public Works, addressed the following items with the committee:

Permission to Plow Driveway to Lake Lauderdale Park for Winterfest February 7, 2015 – A motion to approve plowing driveway to Lake Lauderdale Park for Winterfest event on February 7, 2015 was moved by Mr. Pitts, seconded by Mr. Gang and adopted.

Interns:

- Requesting to hire back part time, 20 hours per week, the Engineering Tech who is going to retire in April, and also requesting a paid internship for an RIT student (internship a requirement of the RIT Program). He has \$40,000 budgeted for seasonal help and budgeted for the Engineering Tech position that is retiring in April through June, \$8,000. The combination of these funds should cover four flaggers for road projects for 13 weeks, the 13 week paid internship and the part time Engineering Tech 20 hours per week for 22 weeks (May 1 – October 1). He suggested paying the intern \$15 per hour up to \$18 per hour for 13 weeks from June 1 – September 1. He has dealt with RIT before with good results. The part-time Engineering Tech would work with the intern on classifying roads; special project. It was suggested looking into an intern from SUNY Adirondack and he is willing to look at that option but would prefer someone with more engineering experience. RPI and Union were also mentioned. A motion to approve and forward personnel requests to the Personnel Committee for consideration, authorize Steve to have the ability to hire an intern and hire Engineer Tech part time under the terms discussed to do the road project discussed and forward to the Personnel Committee for their review, was moved by Mr. Shaw, seconded by Messrs. O'Brien and Suprenant and adopted. A motion to move to the Finance Committee budget amendments associated with the above personnel requests after consideration at the Personnel Committee was moved by Mr. Brown, seconded by Mr. Shaw and adopted.
- BOCES – He was approached by BOCES for an unpaid internship in their heavy equipment program. This internship would be for a couple of days during the February school break at the Whitehall Barn. The Superintendent stated he would prefer that the student does not operate any equipment and have him work alongside one of our mechanics servicing a truck. A motion to approve unpaid internship at the Whitehall Barn by a BOCES student in the heavy equipment program was moved by Mr. O'Brien, seconded by Mr. Gang and adopted.

Weed Control Over the Guiderails and Walls – The Superintendent desires DPW to get certified so they can go out and spray to avoid weeds and trees growing over the guiderails. Mr. Haff stated it is a very cost effective way to control weeds. The State has resumed spraying. We would have to apprentice hopefully with the State and get licensed noting it is a two-year process. Equipment and supplies would also need to be addressed. Several Supervisors suggested looking into having a vendor provide this service. The committee encouraged Steve to get more information and bring it back to committee.

Gravel Pit – The County licenses a gravel pit in Fort Ann that has not been utilized in several years for gravel products for road projects. He would like to explore getting back into the gravel business, not us crushing and screening, but bringing a firm in to make the product for us. The employees would need to be certified to work in a mine and there is a cost to that. Last year, 7800 yards of gravel was purchased. Concept liked and encouraged him to pursue.

Equipment Purchase – Thirty thousand dollars was budgeted for a piece of survey equipment. The new equipment will cost \$23,700 with the trade-in credit applied from the existing 8-10 year old survey unit, \$7,500. A motion to approve survey equipment purchase was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

State Snow/Ice – Recap of 2014 County/State snow and ice contract expenses and revenues handout distributed, attached. The ten year average cost per lane mile is approximately \$4200 to \$4300 per mile. Discussion ensued on the use of salt on County roads and towns cannot afford that practice. The Superintendent stated the public expectation is that they will be able to drive bare roads in January and February just like they do in June and July. It was questioned why the common practice of trucks having their plows down on bare roads. Committee members recommend that the Superintendent look into that practice. The County Administrator distributed and discussed the attached Highway Fund balance handout and also attached is a history of appropriated fund balance, interfund transfers and tax levy in the County Road fund provided by the County Treasurer. The Budget Officer asked during the current fiscal environment with gas prices down and anticipated lower costs for asphalt and salt is there any interest in increasing paving. Possibly if we cannot do any additional road projects then contract them out to a vendor for completion. Estimated to pave 18+ miles in 2015 at a cost of approximately \$147,000 per mile. Anticipate receiving pothole monies from the State this year. Steve should have blacktop prices by early March.

2015/16 NYSDOT Snow/Ice Agreement – The contract period is July 2015 – June 2016. This is a time and materials contract. The Treasurer reported that State snow and ice payments are timely. A motion to enter into 2015/2016 NYS DOT Snow/Ice agreement was moved by Mr. Suprenant, seconded by Mr. O'Brien and adopted.

DPW Efficiencies – Superintendent Haskins broke DPW efficiencies into four areas: productivity, equipment, town and county sharing and jurisdictional realignment. Productivity: scheduled regular meetings with the barn foremen laying out the expectations and they are making progress; getting employees in and out of the barns quicker, instituting a daily work plan to be submitted to the Superintendent, establishing with the Highway General Road Foreman what needs to be done overall with the department and then it is communicated to the barn foremen. He feels they are moving in a positive direction. Equipment: comparing equipment list to usage, identifying equipment seldom used and why are they not being used and he envisions an equipment plan that will address this unused equipment and what is needed to move forward; and looking at purchasing items differently. New Shop Maintenance Supervisor is in place and Steve plans to interact and work together with him once he gets up to speed. All of these aspects are interconnected. Excess cars in car pool since the County has divested divisions in Public Health and sold Pleasant Valley. Look at outsourcing duties, i.e. oil changes. The car pool needs to be reviewed/evaluated overall and this is on his to do list. Currently nine cars have been designated for sale. Jurisdictional realignment: two months away from rolling out a draft plan for what the county road system would look like. Determine road classifications and traffic counts and that will be a starting point of discussion and how that turns out effects equipment and town and county sharing.

Chairman Brown stated he is pleased with the direction Steve is taking.

OTHER BUSINESS:

Cornell Local Roads Program – He would like to have all his supervisory staff (11) to have the necessary management/ skills and recommends having them go through a Cornell Local Roads Program management training course, Managing People. The cost for the training is \$1200 and it is a 6.5 hour session. The training could be opened to the town highway superintendents also. He plans to enroll eleven supervisory staff and training course capacity is 30. He plans to schedule the training for the end of February or first part of March. Chairman Brown recommends moving forward with the training and open it up to the towns. Cornell provides the food/lunch and the cost is included in the training cost. The County Administrator will come up with a cost for town personnel. A motion to approve training and come up with a fair and equitable price for town attendees was moved by Mr. Pitts, seconded by Mr. Shaw and adopted.

A/GF TACT Meeting 113 Bridge/Clarks Mills (will receive federal funding) – Reported moving forward with the design master agreement. He has received from the State proposed resolution for design agreement and right of way incidentals for that bridge. A motion to authorize entering into an agreement for the design and right of way incidentals for the 113/Clarks Mills Bridge was moved by Mr. O'Brien and seconded by Mr. Shaw. Discussion. GPI engineering was selected for the design work and this is the agreement that will start the design process. A motion to authorize entering into an agreement for the design and right of way incidentals for the 113/Clarks Mills Bridge was moved by Mr. O'Brien, seconded by Mr. Shaw and adopted. The County Administrator noted that this project has taken precedence over other federal projects; i.e. Co. Rt. 10 and painting projects will be pushed off to allow the 113 bridge project to proceed due to limited funding.

Advocacy Day March 3 - 4 in Albany – DPW staff and town highway superintendents meet with State lawmakers and advocate for local funding and are requesting use of vans to attend Advocacy Day. Permission for use of the vans approved.

Graders (3) - Two graders have been sitting outside of the Highway Department for several years. He has been approached by the Town of Jackson to purchase one of the graders (1973) as is. Mr. LaPointe stated the town of Putnam is also interested. The Superintendent has three graders and would like to keep one. Discussion ensued. Recommended to bid out to the towns first. The town of Jackson has offered \$5000 for the 1973 grader. It would cost the County about \$8500 to get it up and running. He is unsure if the other grader runs or what it would cost to get it running. Discussed establishing a uniform process for disposition of equipment and consider how that applies to towns in a competitive process. A motion to create a disposal of surplus equipment policy for highway equipment which includes car pool that avoids insider knowledge and it is a competitive process was moved by Mr. Haff, seconded by Mr. Hicks and adopted.

Solid Waste Stickers – Superintendent Haskins reported the department has 40 boxes of solid waste stickers, approximately 400,000 stickers. The County Administrator stated official notice needs to be given that solid waste tickets can no longer be redeemed. He also stated the stickers will be distributed in a fair and equitable manner to municipalities that can use them for their garbage collection programs.

Tree Removal Services Bids – Three bids received: \$75 per hour – Johnsons Landscaping, \$90 per hour – Bill Dornan Outdoor Services and \$398 per hour – Adirondack Tree Surgeons. Recommends awarding bid to the low bidder, Johnson Landscaping – Granville at \$75 per hour.

Bids are for strictly getting the tree down. DPW employees do the other related work. He will ask if the towns can piggyback on this bid. A motion to approve low bidder, Johnsons Landscaping at \$75 per hour, was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted. Johnson Landscaping

Meals on Wheels/Office for the Aging is requesting a Tauris wagon from the surplus vehicles in Car Pool. It would be pulled from the auction. A motion to approve Tauris wagon for Meals on Wheels/Office for the Aging was moved by Mr. Haff, seconded by Mr. O'Brien and adopted.

Amend Agreement with Warren County for Plowing Pilot Knob – A motion to amend resolution authorizing agreement with Warren County for our plowing of .68 miles of paved Warren County Roads located within the County of Warren leading into Washington County to reflect amount to be paid in 2015 from \$4950 to \$5974.84 was moved by Mr. O'Brien, seconded by Mr. Gang and adopted.

Change in the committee meeting time going forward to 9:30 AM.

The meeting adjourned at 12:45 P.M.

Respectfully submitted,

*Debra Prehoda, Clerk
Washington County Board of Supervisors*